



R1 RCM Global Private Limited

Unit No B801, 8th Floor, Tower B,
Commerzone IT Park, Mount Poonamallee Road,
Porur Chennai – 600116

Phone:0124-487-9200 | CIN: U74900DL2009PTC187041 | Website : www.r1rcm.com

July 18, 2024

Santhosh

Senior Analyst

**114,Vembuliyamman Koil Street,Thiruvananthapuram
Chennai 600041**

Subject: Appointment Letter

Dear Santhosh,

Congratulations!

With reference to your application and subsequent interview, we are pleased to extend an offer of employment to you at R1 RCM Global Private Limited ("R1 RCM" or "the Company") as **Senior Analyst**.

Subject to your acceptance of this appointment letter and its terms, your anticipated date of joining will be no later than **July 22, 2024**. Your appointment will be effective from the date of joining.

Your annual remuneration will be **₹4,72,000.00** . Details of the remuneration break up are given in Annexure-I provided with this letter.

Your primary work location will be **IND-Chennai** or any work location R1 RCM may ask you to work from time to time as per its discretion.

Your appointment is subject to your acceptance of the terms herein within seven days from the date of issuance of this letter, failing which this offer shall lapse automatically and will stand revoked at the sole discretion of R1 RCM. This offer and your employment with R1 RCM is conditional upon you successfully clearing the background verification process as applicable at R1 RCM. Your employment with the Company shall remain governed by the terms of this letter, the policies of the Company and all other agreements.

You will be receiving an email with the joining instructions, confirming the details of your onboarding time, venue details from the R1 RCM Onboarding team before your start date.

The Company reserves the right to amend your date of joining prior to your start date, in-line with business exigencies. Any change to this effect, will be communicated to you vide a revised appointment letter.



To ensure that you have full understanding of the terms and conditions of your employment at R1 RCM and the benefits available to you, there are a number of enclosures to this letter which you will need to adhere with during the course of your employment with us.

Please sign the enclosed copy of this letter, terms and conditions, confidentiality and intellectual property protection agreement and any other annexure attached.

We look forward to welcoming you to R1 RCM.


Sincerely,

For R1 RCM Global Private Limited,

A handwritten signature in black ink that reads 'Swati'.

Swati Khandelwal
Authorized Signatory

I, Santhosh, hereby accept the offer of appointment on the terms and conditions set out in this letter of employment.

Employee Signature:  _____
Santhosh (Jul 18, 2024 21:44 GMT+5.5)

Date: Jul 18, 2024

Location: IND-Chennai



TERMS AND CONDITIONS

This statement of Terms and Conditions forms part of the contract of employment (the "Contract") between **Santhosh** and R1 RCM Global Private Limited ("R1 RCM" or "the Company") and will be effective from the date of acceptance of this letter and the terms and conditions stated herein. Further information on R1 RCM policies and procedures are available on the Company intranet site, which shall be deemed binding upon you. R1 RCM reserves the right to review and update its employment policies and procedures as applicable from time to time and your agreement to comply and adhere by them will be deemed accepted upon acceptance of this appointment letter.

Background Verification:

- i. Your appointment / employment (whilst in service with R1 RCM) is subject to you clearing all the background checks as per the Background Verification process.
- ii. It is imperative to submit all your credentials, testimonials and required documents within 15 days of joining. If the particulars shared by you are found to be incorrect, inaccurate or misleading, your appointment shall be revoked, and your services will be terminated per applicable Company policy.
- iii. Your appointment is subject to medical and/or drug screening test clearance, on your joining or anytime post your joining as part of random screening checks.
- iv. If the outcome of the medical/drug test is not as per the acceptable norms/standards, your employment shall be terminated and/or necessary actions would be initiated as per applicable Company policy.
- v. The management will be within its rights to request an employee to get tested for drug/substance/alcohol abuse/usage during working hours, if the management has a reasonable suspicion of the same. Refusal to the random screening by an employee will be constituted as an act of gross misconduct/ misbehavior.

Probation Period:

- i. You will be on probation for a period of six months from your date of joining. During this period, you are expected to set your key results/goals in consensus with your Manager.
- ii. On satisfactory completion of your probation, your services will be confirmed in writing. Unless confirmed in writing, you shall continue to remain on probation. There shall be no automatic confirmation in service.
- iii. In case your performance and/or conduct is found unsatisfactory, the Company may in its discretion extend the probation period in writing.
- iv. The Company reserves the right to terminate your services during probation without giving any reason, or any prior notice/payment in lieu of notice.

Hours of Work:

- i. R1 RCM operates 24/7 and 365 days a year, you may be required to work in shifts and/ or in extended working hours as permitted by law and as per Company policy in this regard.
- ii. You may be required to work beyond your existing working hours depending upon the business requirements / exigencies from time to time.

Leaves:

- i. You will be eligible for leaves as per the Company policy.
- ii. All eligible female employees will be entitled to maternity leaves in-line with the Maternity benefit Act, 1961.

Remuneration & Salary Structure:

- i. Your salary will be paid on a monthly basis on or around the last working day of each month and is subject to applicable taxes, duties, cess and other applicable withholdings. All tax liabilities arising out of your entire remuneration, package, present or future, shall be borne by you.
- ii. Any amount recoverable/payable from you towards the Company may be adjusted from your monthly salary at the sole discretion of the Company.



iii. The Company reserves the right to review and change its remuneration structure or revise the salary components subject to modification/ change/ discontinuation/ amendment as per the applicable policy/statutory regulations from time to time.

Increments and Promotions:

- i. Your performance and contribution to the company will be an important consideration for salary increment and promotions.
- ii. R1 RCM follows the philosophy of Pay for Performance and Promote for Potential depending upon position availability and all promotions will be based on applicable company policy.

Statutory and Other Benefits:

- i. You will be eligible for various statutory benefits in accordance with the relevant laws.
- ii. You will also be eligible to participate in the Company's benefits scheme, details of which are set out in the attached benefits flyer which does not form a part of your contract. These benefits are subject to the applicable policy/plan in force from time to time.

Transfer & Relocation:

- i. During your employment with the Company, you will be liable to be transferred to any of the offices, location, departments, or/ business units of the Company or of associate companies/ group companies, weather existing or to be set up, anywhere in India or abroad, on the same terms and conditions of employment or unless otherwise specified at the sole discretion of the management.

Retirement:

- i. On reaching the age of 60 (sixty) years, you will retire from the services of the Company. Your date of birth as recorded at the time of your appointment with the Company will be considered as the authenticated date of birth for purposes throughout your service with the Company and no changes will be permitted under any circumstances.

Notice Period:

- i. Either party can initiate the separation of employment by giving required notice period (refer point below) or payment in lieu of notice thereof. Any deviations from this shall be on the sole discretion of R1 RCM Management.
- ii. Required notice period:
 - a) Level 3S Associate II
 - b) Notice Period 30 days.
- iii. Any change in the notice period would be subject to your level in the organization and the applicable policy in force from time to time.

Separation:

- i. Upon confirmation of your services with the Company, R1 retains the right to terminate your services without any prior notice/payment in lieu of notice in the event of any act of omission or commission committed by you, which constitutes gross misconduct.
- ii. The Company reserves the right to terminate your employment for any behavior which results in breach of Company policy and/or loss of confidence and/or jeopardizing the interests of the Company and / or involvement in any misconduct and / or any criminal activity and/ or any other reason not enlisted herewith. Termination or any such related action will be taken as per applicable Company policy.
- iii. If your performance is found to be unsatisfactory as per the expectations/ tasks provided, the Company may afford you opportunities to assist and enable you to improve your performance. If your performance does not improve as per the expectations/ tasks provided, Company reserves the right to terminate your employment at any time.
- iv. At the time of separation of your employment, you need to handover all the Company entrusted documents/ provided assets/ property in an acceptable condition. It is agreed that any damage to Company assets/property and amount due to



the Company by you will be adjusted via reverse bank transfer.

v. Your full and final settlements will be initiated only after you have completed all necessary clearances. Only upon settlement of your dues towards R1 RCM, you shall be relieved from your contractual obligations and provided any service certificates thereof.

Abandonment of Employment:

- i. Your absence for a period of three days and/ or more days without prior information or approval from your Supervisor and/or HR (including overstay of sanctioned leave duration), shall be treated as Abandonment of service. The Company in such occasion retains the right to terminate your services without any prior notice or payment in lieu of notice in such instance.
- ii. In such cases the Company also reserves the right to withhold any service certificates or payments due to you.

Dual Employment:

- i. You shall not enter into any contract with any third party whether full time or part time during the period of your employment at Company.
- ii. You will not undertake any other employment, personal business, assume any public or private office or honorary or remunerative except with the prior written permission/ approval of the management. You shall not indulge in any business, trade or a vocation for profit or otherwise during your employment with the Company.
- iii. Violation of the above shall render you liable for stern action as per applicable Company Policy and / or Law which may include your dismissal/termination from service.

Workplace Harassment:

- i. R1 RCM has an Equal Employment Opportunity Policy which employees must follow, at all times.
- ii. The management has a zero-tolerance on workplace discrimination, harassment, sexual harassment and bullying.
- iii. Any breach with regards to the same can lead to disciplinary action including termination per the applicable policy.

Integrity & Confidentiality:

- i. You will be required to demonstrate highest degree of integrity in the performance of your responsibilities. During the course of your employment with R1 RCM, and at least for a period of one year thereafter, you will not transit, disclose or otherwise use confidential and proprietary information of the Company, its clients, vendors, independent contractors and subcontractors to an authorized or unauthorized person, except as and may be required in the course of your duties in connection with the Company's business without prior consent or confirmation in writing. You will also abide by all confidentiality, safety and security regulations of the Company as may be applicable from time to time.
- ii. Breach of the above obligation gives cause of action to the Company to proceed with appropriate civil and criminal liabilities, in addition to immediate termination of your services.
- iii. Personal Data shared by you will be held by the Company for legal, personnel, administrative and / or management purposes and may be shared with authorized subsidiaries or affiliates of R1 RCM and any person or organization acting on behalf such as:
 - a). Third party vendors who provide services to the Company (benefits provided, record maintenance, health benefits, background verification and payroll administrator), legal counsel, regulatory authorities, auditors, external investigators, authorized government authorities.
 - b). Your personal identifiable information and sensitive personal data will be located/ stored within the territory of India or US or any other country where the Company will open its branches/ establishment in future, safely with reasonable safeguards to avoid any unauthorized usage/ access of the data.
 - c). Your further consent to your Personal data and Sensitive personal data will be shared with the concerned authorized government official if the same is sought over a written orders/ communication.

Communication:

- i. That you shall furnish residential address/ mobile or phone number/ email id for communication at the time of joining the organization. Subsequently if in future there is a change in address for communication details already provided you



shall intimate the HR Department in writing about the same within 48 hours of such change having taken effect. Any communication sent to you on that residential address/ mobile or phone number / email id shall be deemed to have been served.

Please sign the duplicate copy of this letter, in token of your acceptance of the above terms and conditions and send it to us within seven (7) days. You will be required to join the Company on the date communicated in this regard, failing which this offer of appointment shall stand withdrawn with immediate effect without any further communication to you in this regard. If you would like to discuss any details of your conditions of employment do not hesitate to contact the Human Resources Team at career.india@r1rcm.com.


We welcome you as a member of our team and wish you a successful career with R1 RCM.

For R1 RCM Global Private Limited,

A handwritten signature in black ink, appearing to read 'Swati'.

Swati Khandelwal
Authorized Signatory

I, Santhosh, hereby accept the offer of appointment on the terms and conditions set out in this letter of employment.

Employee Signature:  _____
Santhosh (Jul 18, 2024 21:44 GMT+5.5)

Date: Jul 18, 2024

Location: IND-Chennai



ANNEXURE-I

Name: Santhosh
Level: 3S Associate II
Designation: Senior Analyst
Total Remuneration Annually: ₹4,72,000.00

COMPOSITION – Total Remuneration

Fixed Salary

- Basic Salary Monthly: ₹13,767.00
- Basic Salary Annually: ₹1,65,200.00
- House Rent Allowance Monthly: ₹6,883.00
- House Rent Allowance Annually: ₹82,600.00
- Special Allowance Monthly: ₹12,621.00
- Special Allowance Annually: ₹1,51,454.00
- Internet Allowance Monthly: ₹600.00
- Internet Allowance Annually: ₹7,200.00
- Advance Statutory Bonus Monthly: ₹3,000.00
- Advance Statutory Bonus Annually: ₹36,000.00

Retirals

- PF Contribution by Employer Monthly: ₹1,800.00
- PF Contribution by Employer Annually: ₹21,600.00
- Gratuity Annually: ₹7,946.00

Base Pay (Sum of Fixed Salary and Retirals)

- Total Base Pay Monthly: ₹39,333.33
- Total Base Pay Annually: ₹4,72,000.00

Extremely Confidential: Your remuneration is a subject matter of extreme confidentiality. Sharing of your remuneration details with anyone other than authorized HR person or your function head is strictly prohibited and falls under zero tolerance policy of the company.

Notes:

- Please note that the stated remuneration does not factor in income tax or professional tax.
- Any additional statutory deductions, as notified by Central / State government, from time to time, will be deducted from your salary as applicable.
- If there may be additional deductions required by law or statutory requirements it may impact your remuneration.
- Please note the Annual Variable Bonus if provided hereinabove is the target bonus which may be payable. The actual bonus may differ basis performance of the Company and the employee, and Company Policy.

For detailed narration regarding your remuneration components refer Annexure II.


For R1 RCM Global Private Limited,



A handwritten signature in black ink, appearing to read 'Swati'.

Swati Khandelwal
Authorized Signatory

I, Santhosh, hereby accept Annexure I which is part of the appointment letter.

Employee Signature:  _____
Santhosh (Jul 18, 2024 21:44 GMT+5.5)

Date: Jul 18, 2024

Location: IND-Chennai



ANNEXURE-II

EXPLANATION OF COMPONENTS

Details of each element of your remuneration are provided below: -

BASIC SALARY:

Basic component of your salary is driven as a percentage of total remuneration on the basis of your career level. Basic component serves as a driving factor for other allowances mentioned below. Basic component of your salary is taxable in accordance with tax laws of India & forms part of your take home cash.

HOUSE RENT ALLOWANCE (HRA)

HRA is a cash allowance provided to assist employee for a rented accommodation. Furthermore, employee can avail tax savings on HRA in accordance with tax laws of India, provided they are living in a rented accommodation. HRA is driven as a percentage of your Basic salary.

INTERNET ALLOWANCE:

It is a fixed amount provided to associates to cover the costs associated with internet usage required for their work.

SPECIAL ALLOWANCE

Special Allowance is a cash allowance arrived at after populating all other components of your CTC. It is taxable in accordance with the tax laws of India.

ADVANCE STATUTORY BONUS

Statutory bonus is payable as a cash allowance in accordance with The Payment of Bonus Act, 1965.

PF CONTRIBUTION BY EMPLOYER

R1 RCM contributes 12% of Basic towards employee's EPF account. These contributions are directly deposited into employee's PF and EPS account along with employee's contribution (12% of Basic) through payroll process and qualifies for tax rebate under Section 80-C of Indian Income Tax act.

GRATUITY

Gratuity is social security benefit paid by R1 RCM to its employees on leaving services upon successful completion of 4 years 240 days or more. A contribution equivalent to 4.81% of monthly basic is reserved towards this benefit and is paid in accordance with the provisions of The Payment of Gratuity Act, 1972 as a token of gratitude towards associating with the company for long.